

St. Lucie County is dedicated to conservation and responsible use of resources. At this time the county has taken numerous steps toward making its buildings and operations more sustainable and plans to implement community-wide strategies and employ the lead-by-example philosophy. The following ideas are to be used as a guide to assist in creating a sustainable and greener workspace:

Responsible Purchasing

- Acquire *environmentally preferred* products consistent with price, performance, availability and safety considerations. For more information visit <http://www.epa.gov.epp>

Energy Conservation

- Strictly adhere to the computer shut down policy and procedures (policy to be approved soon).
- Use one common area for refrigerators, coffee pots and microwave ovens. Eliminate personal electronics in offices.
- Turn off lights when leaving a room (fluorescent lighting if leaving for > 15 min.) & at day's end.
- Use natural lighting when available and eliminate artificial lighting when unnecessary.
- Turn off ceiling fans when leaving a room and at the end of the day
- Notify Central Services (**ext. 1432**) of flickering or exhausted light bulbs.

Resource Conservation

- Utilize network printers and reduce/eliminate personal desktop printers.
- All documents must be double sided.

Waste Reduction

- Use non-disposal drinking cups
- Recycle paper, plastic and aluminum. Keep recycling containers in convenient central locations throughout the office complex.
- Dispose of aluminum and plastic bottles in recycling bins

Petroleum / Gas Reduction

- Consolidate errands and carpool to meetings and job sites when possible. Ensure that vehicles are up to date on service schedule and tires are properly and equally inflated.

Air Quality Enhancement

- Use non-toxic cleaning supplies to enhance indoor air quality. Avoid air fresheners, cleaning supplies and paint that contain volatile compounds.

Water Conservation

- Use water sparingly.
- Ensure faucets are completely turned off before leaving the room.
- Immediately report any leaking faucet or continually running toilet to Central Services at **ext. 1432**
- Follow Florida Friendly Landscaping, Integrated Pest Management (IPM), and Best Management Practices (BMP) and principles to the greatest extent possible. Contact the Extension Service at **ext 1660** for more information.